**Suggested Agenda for First Meeting**

In terms of preparation, it is important to reflect on these prior to meeting:

* Get to know each other a little i.e. build rapport\*
* Discuss potential goals for the mentoring / expected outcomes
* Discuss what a successful mentor partnership would look like
* Establish the Mentor Agreement (can be formal/informal). May include:
  + expectations of mentee and mentor
  + how partnership working will be reviewed
  + confidentiality boundaries
  + location of meetings, frequency, length
* Review the meeting and recap mentee actions / decisions
* Agree next meeting date

\*Questions to ask each other and help build rapport

* Tell me a bit about yourself
* Tell me about your career journey so far
* How did you come to academia?
* What do you enjoy most about your area of work/research?